

**CLASS SPECIFICATION**  
**County of Fairfax, Virginia**

**CLASS CODE:** 5211

**TITLE:** PLANNER IV

**GRADE:** S-29

**DEFINITION:**

Under limited direction, performs independent advanced specialized, professional planning and zoning work on the Department's most complex and high-profile applications and projects that have multi-issue, multi-policy, or cross-agency implications such as mixed-use plan development projects; OR serves as the Department expert in a highly technical or specialized field; provides primary staff support to related Boards, Authorities, or Commissions representing the department as a recognized authority and serving as an internal consultant in areas of expertise as required and serves as a mentor to other planners; OR supervises, coordinates and reviews the work of other planners performing advanced and complex planning and zoning work; and performs related assignments.

**DISTINGUISHING CHARACTERISTICS OF THE CLASS:**

The Planner IV is distinguished from the Planner III in that the Planner IV is recognized as the Department's expert in a specialized field such as historic preservation, environmental policy, public facilities policy, housing policy, or multi-faceted, cross-agency zoning or planning policy, application, and/or administration; and provides primary staff support to related Boards, Authorities, or Commissions, including providing advice critical to the decision-making process.

The Planner IV is distinguished from the Planner V (Branch Chief, Assistant Division Director) in that the Planner IV directly manages high-profile, highly complex projects which have significant policy or regulatory implications; whereas the Planner V has managerial (e.g. budget, staffing and program development for a branch) and supervisory responsibilities as a Branch Chief or Assistant Division Director.

**ILLUSTRATIVE DUTIES:**

Manages complex, multi-faceted zoning applications or planning studies in specific high profile development areas, such as Tysons and other urban cores, Metro-related mixed use sites, or town centers and represents the County in negotiation of proffers, conditions, and positions with applicants, citizens, County staff, other jurisdictions, State and/or Federal government; Manages special projects and studies, including directing the work of a team or work group of planners and planning technicians or others, from within and outside of the Department to include contracting consultants, preparing schedules, and administering the project budget; Represents the Department or County and serves as an internal expert on panels, committees, and task forces and may propose planning and zoning policies and amendments to the Zoning Ordinance or Comprehensive Plan in response to a variety of complex policy and land issues; Represents the Department's positions at public hearings before the Board of Supervisors, Planning Commission, Board of Zoning Appeals, and/or Park Authority Board, among others; As representative of the Department, coordinates with other County agencies, interest groups, and jurisdictions on highly specialized policy, zoning, and land use issues;

Prepares detailed position papers and staff reports on complex zoning applications, Ordinance amendments, Plan amendments, public facility proposals, appeals of the Zoning Administrator's decisions, historic preservation, environmental policy, housing policy, among others;  
Reviews and provides comments and direction on the work of others in the planner series related to area of expertise, acting as an internal consultant to the department and a mentor to other planners;  
Responds to complex land use, planning, and zoning inquiries and requests for interpretations or determinations involving an area of expertise;  
Supervises advanced and complex planning and zoning work;  
Serves as expert witness in litigation involving particular area of expertise.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

Thorough knowledge of the Zoning Ordinance, the adopted Comprehensive Plan and County policies and procedures as they relate to planning and zoning applications;  
Thorough knowledge of the theories, principles and practices of urban planning and zoning;  
Thorough knowledge of local government areas of specialization, including planning or zoning, management procedures, and principles of supervision;  
Ability to write, proofread, edit, and rewrite documents effectively and to critique and edit the work of others in the series;  
Ability to apply interpersonal skills to resolve conflicts and to maintain effective communication with staff;  
Ability to establish and maintain good working relationships with co-workers, elected and appointed officials, development representatives and citizen groups;  
Ability to coordinate the preparation of comprehensive planning and technical zoning reports;  
Ability to apply principles of leadership, creative problem solving, collaboration, decision making, and team building;  
Ability to communicate effectively, both orally and in writing.

**EMPLOYMENT STANDARDS:**

Any combination of education, experience, and training equivalent to the following:  
Graduation from an accredited four-year college or university in a planning-related field; PLUS five years of experience in a specific area of assignment or concentration, including, but not limited to, multi-layered, cross-agency zoning application evaluation, environmental policy, historic preservation, housing policy, public facility policy, and/or land use policy and implementation. A Masters degree may be substituted for one year of the required experience.

**CERTIFICATES AND LICENSES REQUIRED:**

None

ESTABLISHED: April 15, 2007